

## **Program A: Executive and Administration**

R.S. 36:101 et seq.; R.S. 36:4 et seq.; R.S. 51:2383; R.S. 51:935; as amended by Acts 6, 7, 8, 9 and 12 of the 2001 Regular Legislative Session.

### **Program Description**

The mission of the Executive and Administration Program is to provide leadership, along with quality administrative and legal services, which sustains and promotes a globally competitive business climate that retains, creates, and attracts quality jobs and increased investment for the benefit of the people of Louisiana.

The goals of the Executive and Administration Program are:

1. Provide leadership to sustain long-term economic development in Louisiana.
2. Create an internal operational structure that provides streamlined services and efficient processes consistent with appropriate guidelines.
3. Create an environment and team structure that attracts and sustains quality, committed staff.
4. Create industry and citizen demand for sustained, predictable, and dedicated funding sources.
5. Be the catalyst for a stable business environment.
6. Support cluster-based economic development.

Executive Administration develops and implements policies / programs designed to promote cluster based economic development in the State of Louisiana. This approach enhances growth opportunities for Louisiana business, facilitates meaningful opportunities for Louisiana citizens, and markets the State as a location for business and industry.

Office of Management and Finance ensures that all programs in the Department are provided support services to accomplish all of their program objectives. Legal provides legal services and advice on regulatory matters to all Department divisions, and legal research and counsel necessary to carry out economic development pursuits.

## RESOURCE ALLOCATION FOR THE PROGRAM

|   | ACTUAL<br>2001-2002 | ACT 13<br>2002-2003 | EXISTING<br>2002-2003 | CONTINUATION<br>2003-2004 | RECOMMENDED<br>2003-2004 | RECOMMENDED<br>OVER/(UNDER)<br>EXISTING |
|---|---------------------|---------------------|-----------------------|---------------------------|--------------------------|---|
| MEANS OF FINANCING:                             |                     |                     |                       |                           |                          |   |
| STATE GENERAL FUND (Direct)                     | \$3,477,633         | \$3,343,375         | \$3,563,120           | \$3,453,350               | \$3,208,949              | (\$354,171)                             |
| STATE GENERAL FUND BY:                          |                     |                     |                       |                           |                          |   |
| Interagency Transfers                           | 0                   | 0                   | 0                     | 0                         | 0                        | 0                                       |
| Fees & Self-gen. Revenues                       | 192,761             | 192,761             | 192,761               | 183,000                   | 182,046                  | (10,715)                                |
| Statutory Dedications                           | 330,257             | 361,095             | 361,095               | 342,169                   | 403,805                  | 42,710                                  |
| Interim Emergency Board                         | 0                   | 0                   | 0                     | 0                         | 0                        | 0                                       |
| FEDERAL FUNDS                                   | 0                   | 0                   | 0                     | 0                         | 0                        | 0                                       |
| TOTAL MEANS OF FINANCING                        | <b>\$4,000,651</b>  | <b>\$3,897,231</b>  | <b>\$4,116,976</b>    | <b>\$3,978,519</b>        | <b>\$3,794,800</b>       | <b>(\$322,176)</b>                      |
| EXPENDITURES & REQUEST:                         |                     |                     |                       |                           |                          |   |
| Salaries  | \$1,413,456         | \$1,570,394         | \$1,548,808           | \$1,587,394               | \$1,647,068              | \$98,260                                |
| Other Compensation                              | 142,270             | 91,880              | 91,880                | 91,880                    | 91,880                   | 0                                       |
| Related Benefits                                | 363,079             | 388,953             | 458,637               | 494,532                   | 471,206                  | 12,569                                  |
| Total Operating Expenses                        | 793,552             | 645,213             | 661,333               | 579,117                   | 578,939                  | (82,394)                                |
| Professional Services                           | 425,829             | 71,395              | 194,240               | 73,173                    | 71,395                   | (122,845)                               |
| Total Other Charges                             | 80,254              | 1,129,396           | 1,073,778             | 1,076,678                 | 934,312                  | (139,466)                               |
| Total Acq. & Major Repairs                      | 782,211             | 0                   | 88,300                | 75,745                    | 0                        | (88,300)                                |
| TOTAL EXPENDITURES AND REQUEST                  | <b>\$4,000,651</b>  | <b>\$3,897,231</b>  | <b>\$4,116,976</b>    | <b>\$3,978,519</b>        | <b>\$3,794,800</b>       | <b>(\$322,176)</b>                      |
| AUTHORIZED FULL-TIME<br>EQUIVALENTS: Classified | 24                  | 24                  | 24                    | 24                        | 25                       | 1                                       |
| Unclassified                                    | 5                   | 5                   | 5                     | 5                         | 5                        | 0                                       |
| <b>TOTAL</b>                                    | <b>29</b>           | <b>29</b>           | <b>29</b>             | <b>29</b>                 | <b>30</b>                | <b>1</b>                                |

## SOURCE OF FUNDING

The sources of funding for this program are from the State General Fund, Fees and Self-generated Revenues and Statutory Dedications. The Fees and Self-generated Revenues are due to the collection of certain specified fees from businesses applying for business incentives granted by the department. Statutory Dedications are derived from the Louisiana Economic Development Fund, based upon Act 34 of the 1991 Regular Session and cash from investments. The Louisiana Economic Development Fund includes cash from investments and vendor's compensation from the Department of Revenue and the Department of Public Safety. Acts 7, 8 and 9 of the 2001 Regular Session restructured the department; the Workforce Development and Training Fund and Economic Development Award Fund were eliminated and subsequently merged into the Louisiana Economic Development Fund. (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

|  | <b>ACTUAL</b>    | <b>ACT 13</b>    | <b>EXISTING</b>  | <b>CONTINUATION</b> | <b>RECOMMENDED</b> | <b>OVER/(UNDER)</b> |
|--|------------------|------------------|------------------|---------------------|--------------------|---------------------|
|  | <b>2001-2002</b> | <b>2002-2003</b> | <b>2002-2003</b> | <b>2003-2004</b>    | <b>2003-2004</b>   | <b>EXISTING</b>     |
| Louisiana Economic Development Fund                        | \$330,257        | \$337,995        | \$337,995        | \$342,169           | \$403,805          | \$65,810            |
| Deficit Elimination/Capital Outlay Escrow Replenishment Fu | \$0              | \$23,100         | \$23,100         | \$0                 | \$0                | (\$23,100)          |

## MAJOR FINANCIAL CHANGES

| GENERAL<br>FUND | TOTAL       | T.O. | DESCRIPTION   |
|-----------------|-------------|------|---|
| \$3,343,375     | \$3,897,231 | 29   | ACT 13 FISCAL YEAR 2002-2003  |
|                 |             |      | BA-7 TRANSACTIONS:  |
| \$219,745       | \$219,745   | 0    | Carryforward BA-7   |
| \$3,563,120     | \$4,116,976 | 29   | EXISTING OPERATING BUDGET - December 2, 2002  |
| \$18,325        | \$23,714    | 0    | Annualization of FY 2002-2003 Classified State Employees Merit Increase   |
| \$2,034         | (\$307)     | 0    | Risk Management Adjustment  |
| (\$219,745)     | (\$219,745) | 0    | Non-Recurring Carry Forwards  |
| (\$745)         | (\$745)     | 0    | Legislative Auditor Fees  |
| (\$2,297)       | (\$2,297)   | 0    | UPS Fees  |
| \$18,787        | \$22,871    | 0    | Salary Base Adjustment  |
| \$23,932        | \$27,582    | 0    | Group Insurance Adjustment  |
| \$0             | \$91        | 0    | Civil Service Fees  |
| (\$69,642)      | (\$85,182)  | 0    | Other Non-Recurring Adjustments - 3 Months Rent Costs - Due to the department moving to the Capital Annex           |
| \$0             | (\$30,395)  | 0    | Other Non-Recurring Adjustments - One-time Surcharge for Group Insurance  |
| \$0             | \$6,046     | 0    | Other Adjustments - Training series reallocation for a Purchasing Position and a Human Resource Position            |
| \$6,000         | \$6,000     | 0    | Other Adjustments - Office of Computing Services - State Email Services   |
| (\$77,034)      | (\$77,034)  | 0    | Other Adjustments - Reduction to Fund Group Benefits  |
| (\$65,165)      | (\$65,165)  | 0    | Other Adjustments - Reduction to Fund Retirement  |
| \$11,388        | \$11,388    | 0    | Other Adjustments - Capitol Security Cost for Capitol Annex   |
| (\$9)           | (\$9)       | 0    | Other Adjustments - Comprehensive Public Training Program (CPTP) Fees   |
| \$0             | \$61,011    | 1    | Other Technical Adjustments - Transfer an IT Management Consultant Position from the Office of Business Development |
| \$3,208,949     | \$3,794,800 | 30   | TOTAL RECOMMENDED   |
| \$0             | \$0         | 0    | LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS   |
| \$3,208,949     | \$3,794,800 | 30   | BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004   |

SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:

05-251

**MAJOR FINANCIAL CHANGES**

| <b>GENERAL<br/>FUND</b> | <b>TOTAL</b> | <b>T.O.</b> | <b>DESCRIPTION</b>  |
|-------------------------|--------------|-------------|---|
| \$0                     | \$0          | 0           | None  |
| \$0                     | \$0          | 0           | TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE |
| \$3,208,949             | \$3,794,800  | 30          | GRAND TOTAL RECOMMENDED                                       |

## **PROFESSIONAL SERVICES**

|                 |  |
|-----------------|--|
| \$10,000        | Legal services for personnel matters   |
| \$61,395        | Planning, proposal and presentation development, training, and any other services deemed necessary |
| <b>\$71,395</b> | <b>TOTAL PROFESSIONAL SERVICES</b>   |

## OTHER CHARGES

|                  |  |
|------------------|--|
| \$638,306        | Funding for the Department's e-readiness plan to complete Information Technology (IT) projects to web-enable the top business processes of the Department. Initiatives include: content management, site selection database, website enhancements, information access initiative, etc. |
| \$10,000         | Special Marketing funds provided for group activities and special events to promote economic activity and stimulate interest in Louisiana as a business location.  |
| <b>\$648,306</b> | <b>SUB-TOTAL OTHER CHARGES</b>   |
|                  | <b>Interagency Transfers:</b>  |
| \$11,140         | Funding for the Department of Civil Service  |
| \$22,618         | Funding for the State Treasury   |
| \$1,637          | Division of Administration - Comprehensive Public Training Program (CPTP)  |
| \$4,676          | Funding for Uniform Payroll System (UPS)   |
| \$47,678         | Legislative Auditor Expenses   |
| \$35,298         | Risk Management  |
| \$36,000         | Office of Computing Services - State Email Services  |
| \$11,959         | Office of State Mail - Postage   |
| \$115,000        | Office of Telecommunications-Telephone and Telegraph   |
| <b>\$286,006</b> | <b>SUB-TOTAL INTERAGENCY TRANSFERS</b>   |
| <b>\$934,312</b> | <b>TOTAL OTHER CHARGES</b>   |

## **ACQUISITIONS AND MAJOR REPAIRS**

**\$0** This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2003-2004.

**\$0 TOTAL ACQUISITIONS AND MAJOR REPAIRS**